

This is not the entire list of account numbers available. That can be found on our website: [www.andews.edu/finrec/resources/index.htm](http://www.andews.edu/finrec/resources/index.htm)

Please review this short list to understand how these account numbers should be used. Consider putting budget in accounts where you will incur described expense. The Finance Department uses/assigns the appropriate account when reviewing submitted paperwork (credit card statements, IDCs, check requests, invoice payments)

#### COMMONLY USED ACCOUNT NUMBERS

ACCT#	ACCT TITLE	USE
9189	SHARED SALARIES	Used in IDCs for transferring in/out salaries between departments
9289	SHARED (HOURLY) WAGES	Used in IDCs for transferring in/out hourly wages between departments
9350	PROFESSIONAL DEVELOP/LICENSURE	Professional license renewal required for current job; Convention/workshop costs for professional develop; Non degree instructional courses
9356	PROFESSIONAL MEMBERSHIPS	Membership for an individual in your dept. If registering Department for membership, use 9712
9360	DOCTORAL REIMBURSEMENT	DO NOT USE - use other 9360 accounts. (Finance transfers exp into this account from 11-9010 cost center)
9420	CONVENTION COSTS	Discontinued starting May 1, 2021. Convention costs to be accounted for in 9350
9430	OTHER TRAVEL	Travel exp for your department personnel (for guest travel, use either 9613 or 9783) for student use 9435 or 9450
9435	STUDENT TRANS	May be used for student or class-related travel (for field trips use 9524)
9456	STUDENT ACTIVITIES	Spent on CURRENT students - meals/activities/gifts/parties
9507	LAB EXPENSE	Purchase of expendable supplies for lab - generally used up within a year
9510	GENERAL SUPPLIES	Purchase of EXPENDABLE item(s) generally used up within a year (i.e. office supplies)
9522	WORKSHOP EXPENSE	Expenses incurred in hosting a workshop, for exp while attending a workshop, use 9350 or 9430
9523	GENL CONVENTION EXP	Expenses incurred in hosting a convention, for exp while attending a conv; use 9350
*9524	FIELD TRIP EXPENSES *	Exp incurred for class-related field trip (include entrance fees/meals/transportation) * NEW ACCOUNT *
9525	GEN RETREAT EXP	Exp incurred for a department retreat (include facility rental/lodging/meals/transportation)
9612	GUEST TEACHER EXP	Payment for services to Guest Teacher. May also include all expenses such as travel/lodging/meals
9613	CONTRACT SERVICES	All honorariums; payments for services to someone outside of University. This includes custom ordered items.
9665	WEB SERVICES	No (6 g/m for n s